

STEP BY STEP TO BOOKING AN ONLINE RESERVATION

If you have already created a profile, skip steps 1-5.

- Step 1. Go to www.cwgt.com
Step 2. Select the "Travel Center" link on the left side of the page.



Click Here on
"Travel Center"

Step 3. Select your agency. For example: Department of Interior

The screenshot shows a Microsoft Internet Explorer browser window displaying the CW Government Travel website. The address bar shows the URL: <http://www.cwgt.com/default.asp?PageMode=Profile>. The page features a navigation menu on the left with links: Home, About Us, TSS, Latest News, E² Features, Online Demo, Traveler Tips, Links, and a highlighted **→ Travel Center**. The main content area is titled Travel Center and **Select Your Agency**. It lists several agencies as clickable links: Commodity Futures Trading Commission, Consumer Product Safety Commission, Department of the Interior (highlighted with a black arrow), Department of the Interior - Alaska Only, Department of the Interior - Caribbean - PR, USVI, Department of the Interior - HI & Outlying Pacific Islands, Equal Employment Opportunity Commission, Federal Communications Commission, International Boundary and Water Commission, OTHER, Selective Service System, and Small Business Administration. A red box on the right titled **Travel Related Links** contains links to [CONUS PerDiem Rates](#), [FirstGov.gov Travel](#), and [GSA Contract Airfares](#). The status bar at the bottom shows the URL: <http://www.cwgt.com/default.asp?PageMode=Profile&AgencyIDPK=721> and the Internet icon.

Step 4. Select your sub agency. For example: Departmental Offices.

The screenshot shows a Microsoft Internet Explorer browser window displaying the CWGT (CW Government Travel) website. The address bar shows the URL: <http://www.cwgt.com/default.asp?PageMode=Profile&AgencyIDPK=721>. The website header includes the E2 Solutions logo and the CW Government Travel logo. A left sidebar contains a menu with links: Home, About Us, TSS, Latest News, E2 Features, Online Demo, Traveler Tips, Links, and a highlighted 'Travel Center' link. The main content area is titled 'Travel Center' and features the U.S. Department of the Interior seal. Below the seal, the text 'Select your sub agency' is displayed. A list of sub-agencies is provided, including Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, Departmental Offices, Minerals Management Service, National Park Service, Office of Surface Mining, US Fish and Wildlife Service, and US Geological Survey. A black arrow points to the 'Departmental Offices' link. A red box titled 'Travel Related Links' contains links to CONUS PerDiem Rates, FirstGov.gov Travel, and GSA Contract Airfares. At the bottom, a link reads 'Agency problem or I picked the wrong agency!'. The browser's status bar at the bottom shows 'Done' and 'Internet'.

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TSS
Latest News
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Traveler Tips
Links
→ Travel Center

Contact Us
Privacy Statement
Site Map

Travel Center

Travel Related Links
CONUS PerDiem Rates
FirstGov.gov Travel
GSA Contract Airfares

Select your sub agency

Bureau of Indian Affairs
Bureau of Land Management
Bureau of Reclamation
Departmental Offices

Minerals Management Service
National Park Service
Office of Surface Mining
US Fish and Wildlife Service
US Geological Survey

Agency problem or I picked the wrong agency!

Step 5. Select your next sub agency. For example: Office of the Secretary

The screenshot shows a Microsoft Internet Explorer window displaying the CWGT website. The address bar shows the URL: <http://www.cwgt.com/default.asp?PageMode=Profile&AgencyIDPK=959>. The page has a header with the "E2 Solutions" logo and the "CW Government Travel" logo. A navigation menu on the left includes links like Home, About Us, TSS, Latest News, E2 Features, Online Demo, Traveler Tips, Links, and a "Travel Center" link. The main content area is titled "Travel Center" and features the U.S. Department of the Interior seal. Below the seal, the text "Select your sub agency" is displayed. A list of sub-agencies is provided, including the "Office of the Secretary", which is highlighted by a black arrow. Other sub-agencies include the Advisory Counsel of Historic Preservation, Commission of Fine Arts, Office of the Inspector General, Office of the Solicitor, and Office of the Special Trustee for American Indians. A link for "Agency problem or I picked the wrong agency!" is also present.

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Travel Related Links
CONUS PerDiem Rates
FirstGov.gov Travel
GSA Contract Airfares

Select your sub agency

[Advisory Counsel of Historic Preservation](#)
[Commission of Fine Arts](#)
[Office of the Inspector General](#)
[Office of the Secretary](#)
[Office of the Solicitor](#)
[Office of the Special Trustee for American Indians](#)

[Agency problem or I picked the wrong agency!](#)

Step 6. Select "New Reservations or Review Existing / Past Travel".

CWGT - CW Government Travel - CWGT.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://www.cwgt.com/default.asp?PageMode=ProfileOptions&AgencyIDPK=1456> Go Links


e2Solutions™
Imagine the Difference

CW Government Travel™

Home
About Us
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Washington Office

Traveler Profile Options
Please select from one of the Profile Options listed below.

[New Reservations or Review Existing / Past Travel](#)
[Create New Traveler User ID / Profile](#)
[Modify Existing Traveler User ID / Profile](#)
[Enter Travel Authorization data for existing trip](#)

Travel Related Links
CONUS PerDiem Rates
FirstGov.gov Travel
GSA Contract Airfares

Training Options
Important Note: This site uses the Macromedia Flash player.

Done Internet

Step 7. Type your User Name and Password. (If you are a travel arranger, please enter **your** User Name and Password.)

*NOTE: Please remember that both your User Name and your Password are case sensitive.

http://wx1.getthere.net/DispatcherServlet?requestType=logining&site=r6govcwg - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet?requestType=logining&site=r6govcwg Go

E2Solutions™

Sign in to make travel arrangements Help

Message Please remember that both your User ID and your password are case sensitive.

Sign In

E2Solutions™

User Name

Password

Welcome to GetThere.

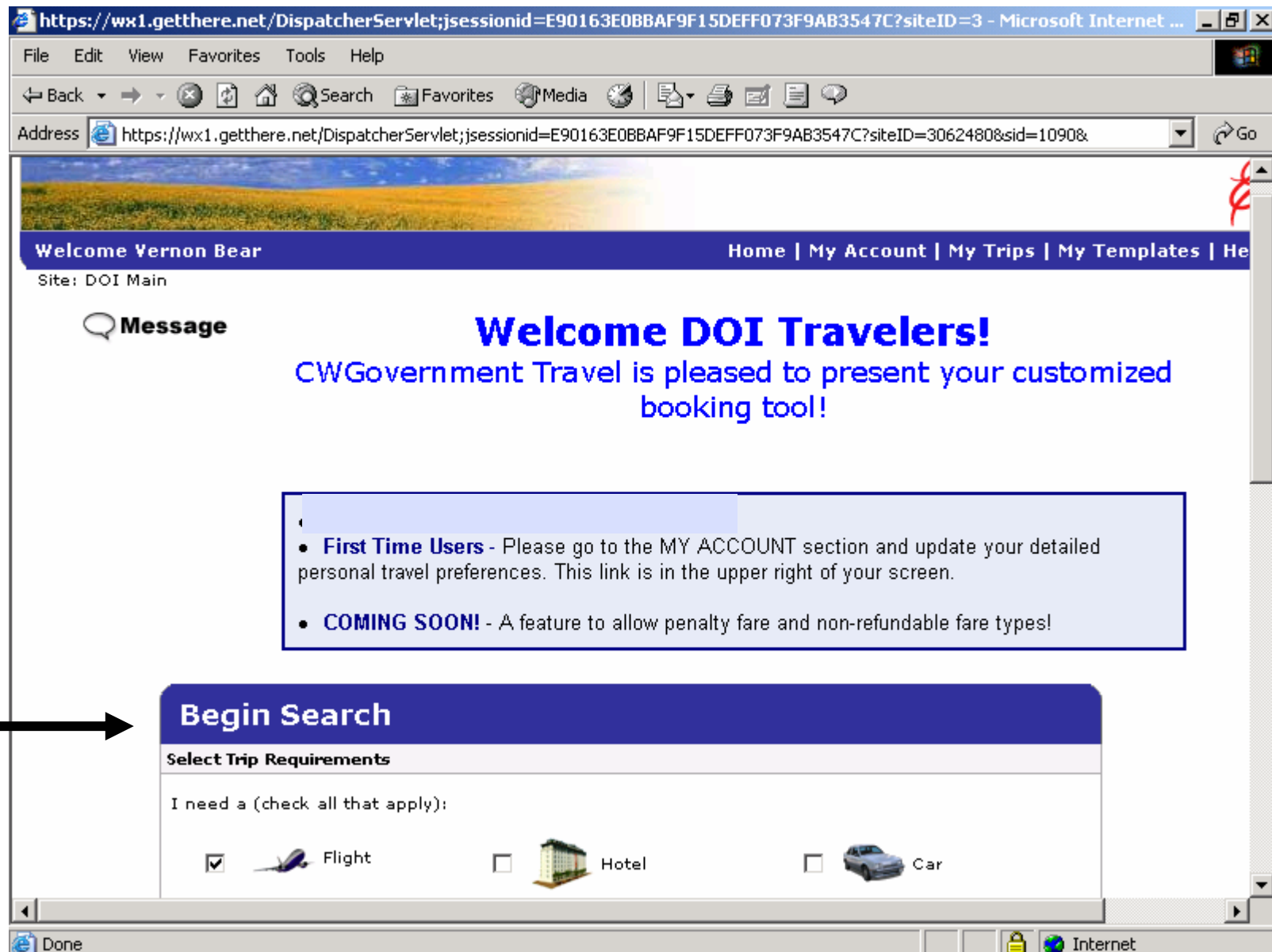
[Forgot My Password](#) [Sign In](#)

Travel Tools

[City Information](#) [Maps](#)
[Currency](#) [Weather](#)
[Driving Directions](#) [World Clock](#)
[Frequent Flyer Info](#) [World News](#)
[Health Passport](#)

Done Internet

Step 8. Scroll down to “Begin Search”. (Prior to searching, ensure travelers have completed the travel preference section in their profiles.)



Step 9. Select all the following “Trip Requirements”. Click “Begin Search”.

https://wx1.getthere.net/DispatcherServlet;jsessionid=4FC30A443391047F62DA757D3DDE9F5D?siteID=3 - Microsoft Internet...

File Edit View Favorites Tools Help




Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address https://wx1.getthere.net/DispatcherServlet;jsessionid=4FC30A443391047F62DA757D3DDE9F5D?siteID=3062480&sid=790& Go




Begin Search

Select Trip Requirements

I need a (check all that apply):

☒  Flight ☒  Hotel ☒  Car

Select Trip Type

☒  round trip ☐  one way trip ☐  multiple destination trip

Enter Trip Details

[Find city/airport](#) I am traveling from to [Find city/airport](#)

My departing flight leaves

My returning flight leaves

I prefer to travel in

I want a ticket that is

My preferred airlines are [Clear Selection](#)

[Clear Selection](#)

[Clear Selection](#)

Begin Search

Check Flight, Hotel, and/or Car.

Check trip type, Round, One-Way, or Multiple.

Click “Find city/airport” or enter 3 letter airport code or the airport name in the box.

Departing and Returning dates and times.

Select “restricted” to search nonrefundable fares.

This section does not apply to Government Travelers.

Step 10. Click on the date box to bring up calendars. Select dates and arrow down to select departure time.

http://wx1.getthere.net/DispatcherServlet;jsessionid=75C7207A3EA590200AD1476041EA2577?siteID=31 - Microsoft Internet Explorer

File Edit View Favorites Tools Help



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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=75C7207A3EA590200AD1476041EA2577?siteID=3113363&sid=1180&requestTyp Go



Begin Search

Select Trip Requirements

I need a (check all that apply):

☒  Flight ☒  Hotel

Select Trip Type

☒  round trip ☐  one way

Enter Trip Details

[Find city/airport](#)

I am traveling from

My departing flight leaves

My returning flight leaves

I prefer to travel in

I want a ticket that is

My preferred airlines are [Clear Selection](#)

[Clear Selection](#)

[Clear Selection](#)

< BACK close [x] NEXT >

March 2005							April 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Step 11. Flight schedules returned first are contract carriers. Click the “Select” button next to the flight you want to add to your itinerary.

http://wx1.getthere.net/DispatcherServlet;jsessionid=75C7207A3EA590200AD1476041EA2577?siteID=31 - Microsoft Internet Explorer


File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=75C7207A3EA590200AD1476041EA2577?siteID=3113363&sid=1180&transIndex: Go

Welcome a christine fernandez Home | My Account | My Trips | My Templates | Help



Site: DOI Main

 Indicates Government Contract Carriers and should be chosen when available to comply with regulations.

Departing Flights

Washington (DCA) to Chicago (ORD) **Flight 1 of 2**
Leaves: Tuesday, Mar 15, 2005

Sorted By: Time (closest to inquiry)

Airline/Flight	Departs	Arrives	Notes	Preference	Estimated Price
Departs 7:00 AM					
Finish Building Your Itinerary For Complete Price					
 UNITED AIRLINES Flight 603 Coach	Washington, DC (DCA) Mar 15, 2005 7:00 AM	Chicago, IL (ORD) Mar 15, 2005 8:05 AM	80% on-time non-stop flight 612 miles Total flight time 2:05 Airbus A310		Select

Reservation Step

- Select Flights
- Select Hotel R
- Review Itinera
- Checkout
- Checkout Com

Modify Search

Departure City:
DCA



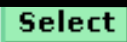



Arrival City:
ORD

Departure Date/T
Mar 15

Return Date/Tim
Mar 17

Cabin Class:

Step 12. Flights listed after the contract carrier are non-contracted flights and reflect with an “Out of Policy” logo.

Departs 7:00 AM				
Finish Building Your Itinerary For Complete Price				
 US Airways (US Airways Express-Midatlantic Airways) Flight 1821 Coach	Washington, DC (DCA) Mar 15, 2005 7:00 AM	Chicago, IL (ORD) Mar 15, 2005 8:07 AM	N/A on-time non-stop flight 612 miles Total flight time 2:07 Embraer 170	<div>  Out of Policy </div> <div>  </div>
Departs 6:30 AM				
Finish Building Your Itinerary For Complete Price				
 American Airlines Flight 1319 Coach	Washington, DC (DCA) Mar 15, 2005 6:30 AM	Chicago, IL (ORD) Mar 15, 2005 7:31 AM	90% on-time non-stop flight 612 miles Total flight time 2:01 Boeing 737-800	<div>  Out of Policy </div> <div>  </div>

Step 13. Select return flight.

http://wx1.getthere.net/DispatcherServlet;jsessionid=65CC28F0EE9EE399CEAD3F0A04B9989D?siteID=31 - Microsoft Internet ...

File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=65CC28F0EE9EE399CEAD3F0A04B9989D?siteID=3113363&sid=980&requestType= Go

Welcome a christine fernandez Home | My Account | My Trips | My Templates | Help

Site: DOI Main

Indicates Government Contract Carriers and should be chosen when available to comply with regulations.

Returning Flights

Chicago (ORD) to Washington (DCA) Flight 2 of 2 Leaves: Thursday, Mar 17, 2005

Sorted By: Time (closest to inquiry)

Airline/Flight	Departs	Arrives	Notes	Preference	Estimated Price
Departs 3:00 PM					
Finish Building Your Itinerary For Complete Price					
UNITED AIRLINES Flight 618 Coach	Chicago, IL (ORD) Mar 17, 2005 3:00 PM	Washington, DC (DCA) Mar 17, 2005 5:46 PM	80% on-time non-stop flight 612 miles Total flight time 1:46 Boeing 737		Select

Reservation Steps

- Select Flights
- Review Itinerary
- Checkout
- Checkout Confirmation

Modify Search

Departure City:

Arrival City:

Departure Date/Time: Mar 15

Return Date/Time: Mar 17

Cabin Class:

Step 14. Selected flights with alternate lower price options are displayed. Choose the “Select” button next to the schedule and price you prefer.

http://wx1.getthere.net/DispatcherServlet;jsessionid=65CC28F0EE9EE399CEAD3F0A04B99B9D?siteID=31 - Microsoft Internet ...

File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=65CC28F0EE9EE399CEAD3F0A04B99B9D?siteID=3113363&sid=980&transIndex= Go

Lowprice Options

Original Selection Washington (DCA) to Chicago (ORD): Mar 15, 2005
Chicago (ORD) to Washington (DCA): Mar 17, 2005

Airline/Flight	Departs	Arrives	Notes	Preference	Select
Original: \$172.40					
UNITED AIRLINES Flight 603 Coach	Washington, DC (DCA) Mar 15, 2005 7:00 AM	Chicago, IL (ORD) Mar 15, 2005 8:05 AM	Total flight time 2:05 Airbus A319		\$172.40 Select
UNITED AIRLINES Flight 620 Coach	Chicago, IL (ORD) Mar 17, 2005 4:00 PM	Washington, DC (DCA) Mar 17, 2005 6:56 PM	Total flight time 1:56 Boeing 757-200		
Low Fare Options					
Airline/Flight	Departs	Arrives	Notes	Preference	Estimated Price
Option 1: \$162.90					
SOUTHWEST AIRLINES Flight 149 Coach	Baltimore, MD (BWI) Mar 15, 2005 6:15 AM	Chicago, IL (MDW) Mar 15, 2005 7:20 AM	Flight time 2:05 Boeing 737-300		\$162.90 Select
SOUTHWEST AIRLINES Flight 1234 Coach	Chicago, IL (MDW) Mar 17, 2005 2:35 PM	Baltimore, MD (BWI) Mar 17, 2005 5:20 PM	Flight time 1:45		
Option 2: \$162.90					
SOUTHWEST AIRLINES Flight 2612 Coach	Baltimore, MD (BWI) Mar 15, 2005 8:25 AM	Chicago, IL (MDW) Mar 15, 2005 9:30 AM	Flight time 2:05		\$162.90

Reservation Steps

- Select Flights
- Review Itinerary
- Checkout
- Checkout Complete

Modify Search

Departure City: [Find city/](#)

Arrival City: [Find city/](#)

Departure Date/Time: Mar 15 7am

Return Date/Time: Mar 17 3pm

Cabin Class:

Ticket Type:

Preferred Airlines: 1st Selection 2nd Selection 3rd Selection

Search Again

Step 15. If choosing a non-contract airline, you will be required to select a justification.

http://wx1.getthere.net/DispatcherServlet;jsessionid=E90163E0BBAF9F15DEFF073F9AB3547C?siteID=31 - Microsoft Internet ...

File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=E90163E0BBAF9F15DEFF073F9AB3547C?siteID=3113363&sid=1090&transIndex= Go

Welcome Vernon Bear Home | My Account | My Trips | My Templates | Help

Site: DOI Main

Policy Compliance

Out of Policy Reasons

Warning Please note: Your booked itinerary is outside of your agency's travel policy. You must select a reason for non-compliance with policy from the drop down list below in order to finalize your reservations. This information will be transmitted to your approving official.

Your trip does not comply with travel policy because:

- A government contract fare was not selected.

Choose a Reason

Contract Carrier does not meet Mission Requirements

Traveler used rail service because available and cost effective

Contract Carrier flights outside working hours against policy.

Non - contract carrier offered lower published fare than contract carrier offered

Space unavailable on contract carrier

Used contract carrier for portion of the trip, but not entire trip

Non-contract government fare used, lower than contract fare

Traveler refused contract fare because Airport specified

Traveler refused contract fare because Carrier specified

Traveler refused contract fare because Routing specified

continue

Reservation Steps

- Select Flights
- Review Itinerary
- Checkout
- Checkout Complete

Current Itinerary

DCA

US Airways

(US Airways Express-Midatl Airways)

Flight 1823 DCA to ORD

Dep. Mar 15 at 1:00 PM

Arr. Mar 15 at 2:08 PM

ORD

UNITED AIRLINES

Flight 628 ORD to DCA

Dep. Mar 17 at 8:45 PM

Arr. Mar 17 at 11:30 PM

GetThere

© 2004 Send

Internet

Step 16. Select available seat. If you choose not to assign yourself a seat, select “Skip Seat Selection” and a seat will be automatically assigned based on availability once the reservation is completed.

http://wx1.getthere.net/DispatcherServlet;jsessionid=65CC28F0EE9EE399CEAD3F0A04B99B9D?siteID=31 - Microsoft Internet ...

File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=65CC28F0EE9EE399CEAD3F0A04B99B9D?siteID=3113363&sid=980& Go

Reserve Seats

Washington (DCA) to Chicago (MDW)

Flight 1 of 2
Tuesday, Mar 15

To select a seat, click on a seat in the airplane diagram and then click the "Next Seat Selection" button.

ATA
Flight: 4297
Aircraft: TBA
Booking Class: coach

Scroll to front

Scroll to rear

Passenger	Seat	Seats Selected	Legend
Passenger 1		Flight 1: Flight 2:	1 Your Seat A Available Seat T Seat Taken P Premium Seat (for qualifying Frequent Travelers) E Exit Row Seat (must be reserved at airport) X Seat Unavailable

After you select all seats and click the "Next Seat Selection" button, your selections will be displayed under the "Seats Selected" column.

Skip Seat Selection **Next Seat Selection >>**

Reservation Steps

- Select Flights
- Review Itinerary
- Checkout
- Checkout Complete

Current Itinerary

DCA

ATA

Flight 4297 DCA to MDW
Dep. Mar 15 at 6:25 AM
Arr. Mar 15 at 7:27 AM

MDW

ATA

Flight 4292 MDW to DCA
Dep. Mar 17 at 7:10 PM
Arr. Mar 17 at 9:48 PM

Base Airfare: \$10
Taxes: \$2
Subtotal: \$12
Passengers: 1
Total Fare: \$13

Step 17. After selecting a seat, you will be directed to the Hotel Search. Here you will have the ability to narrow your search using the drop down menu in the center of the page.

Hotel Search

Chicago, IL Mar 15, 2005

Check In 3/15/05 (Tuesday)
Check Out 3/17/05 (Thursday)

Type of Search

Search for hotels by preferred properties [Modify Location](#)

Country USA
City Chicago
State/Province Illinois

Preferred Properties

Hotel Name ▲▼	Distance ▲▼	Notes	Preference ▲▼	Approximate Rate ▲▼
				Negotiated Rate

Reservation Steps

- ✓ Select Flights
- ▶ **Select Hotel Rooms**
- Select Rental Cars
- Review Itinerary
- Checkout
- Checkout Complete

Current Itinerary

UNITED AIRLINES

Flight 601 DCA to ORD
Dep. Mar 15 at 6:00 A
Arr. Mar 15 at 7:04 AM

UNITED AIRLINES

Flight 602 ORD to DCA
Dep. Mar 17 at 6:35 A
Arr. Mar 17 at 9:21 AM

Base Airfare:
Taxes:
Subtotal:
Passengers:
Total Fare:

Step 18. You can view hotels based on hotel property, distance to/from the airport, any personal “preference,” or rate. Select “Check Rate” to view hotel room type.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying a URL from wx1.getthere.net. The page title is "Preferred Properties". The main content is a table with five columns: Hotel Name, Distance, Notes, Preference, and Approximate Rate. The table lists five hotels, each with a logo, a name, a distance, and a negotiated rate. A black arrow points to the "Check Rates" button for the first hotel, Best Western at O'Hare.

Hotel Name	Distance	Notes	Preference	Approximate Rate
1. BEST WESTERN AT O'HARE	1.3 NE	Directions Cancellation Policy		Negotiated Rate 79 USD Check Rates
2. WYNDHAM O'HARE AIRPORT	1.4 NE	Directions Cancellation Policy		Negotiated Rate 129 USD Check Rates
3. EXTENDED STAY AMERICA DES PLAINES	1.8 N	Directions Cancellation Policy		Negotiated Rate 56 USD Check Rates
4. CANDLEWOOD SUITES	2.3 S	Directions Cancellation Policy		Negotiated Rate 87 USD Check Rates
5. HOLIDAY INN ELK GROVE VILLAGE	3.6 NW	Directions Cancellation Policy		Negotiated Rate 89 USD Check Rates

Subtotal:
Passengers:
Total Fare:

Step 19. Once you select the hotel, you will be taken to a more detailed screen. Here you can choose a room based on the hotel's availability. Choose the "Select" button next to the rate and room description.

http://wx1.getthere.net/DispatcherServlet;jsessionid=E51ABEC250C77593BDB57572E14F03A7?siteID=31 - Microsoft Internet ...

File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=E51ABEC250C77593BDB57572E14F03A7?siteID=3113363&sid=1380&transIndex= Go

Message Select government rates when they are available and less expensive.

Per Diem Rates

Select Room

BEST WESTERN AT O'HARE Check In: Mar 15, 2005
Check Out: Mar 17, 2005

Please Note: All rates are per night and based on single occupancy.

Description	Room Rules	Room Rate
1. Canadian Gov*Show Id At Chk I , 1 King Bed* , No Smok,Hi Speed Net,Work Desk,Cofemaker	Cancel by 6pm day of checkin. Credit card guarantee required. Rules	\$89.00 Select
2. Canadian Gov*Show Id At Chk I , 1 King Bed* , No Smok,Hi Speed Net,Work Desk,Cofemaker	Cancel by 6pm day of checkin. Credit card guarantee required. Rules	\$89.00 Select
3. Canadian Gov*Show Id At Chk I , 1 King Bed* , Nsmk,Delux Rm,Bus Dsk,Hi Speed Net	Cancel by 6pm day of checkin. Credit card guarantee required. Rules	\$89.00 Select
4. Canadian Gov*Show Id At Chk I , 1 King Bed* , Nsmk,Delux Rm,Bus Dsk,Hi Speed Net	Cancel by 6pm day of checkin. Credit card guarantee required. Rules	\$89.00 Select

Reservation Steps

- ✓ Select Flights
- ▶ **Select Hotel Rooms**
- Select Rental Cars
- Review Itinerary
- Checkout
- Checkout Complete

Current Itinerary

DCA

UNITED AIRLINES

Flight 601 DCA to ORD
Dep. Mar 15 at 6:00 AM
Arr. Mar 15 at 7:04 AM

ORD

UNITED AIRLINES

Flight 602 ORD to DCA
Dep. Mar 17 at 6:35 AM
Arr. Mar 17 at 9:21 AM

Base Airfare: \$14
Taxes: \$3
Subtotal: \$17
Passengers:
Total Fare: \$17

Done Internet

Step 20. Select “Search Cars”.

http://wx1.getthere.net/DispatcherServlet;jsessionid=4CFD2BCCF50064D805AA2F94C0684F18?siteID=31 - Microsoft Internet...

File Edit View Favorites Tools Help

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=4CFD2BCCF50064D805AA2F94C0684F18?siteID=3113363&sid=1390&transIndex=1 Go

Welcome a christine fernandez Home | My Account | My Trips | My Templates | Help

Site: DOI Main

Car Search

ORD Mar 15, 2005

 Search for rental cars

Pick Up Location [Find airport location](#)

Pick Up Date/Time

Drop Off Location [Find airport location](#)

Drop Off Date/Time

Car Size

More Search Options

Car Transmission

Number Of Doors

Special Requests [Clear Selection](#)

[Clear Selection](#)



[Clear Selection](#)

Reservation Steps


- ✓ Select Flights
- ✓ Select Hotel Rooms
- ▶ **Select Rental Cars**
- Review Itinerary
- Checkout
- Checkout Complete

Current Itinerary

DCA



 **UNITED AIRLINES** 

Flight 601 DCA to ORD
Dep. Mar 15 at 6:00 AM
Arr. Mar 15 at 7:04 AM

 **Best Western**

BEST WESTERN AT O'HARE
Mar 15 to Mar 17
\$89.00 per night


ORD

 **UNITED AIRLINES** 

Flight 602 ORD to DCA
Dep. Mar 17 at 6:35 AM
Arr. Mar 17 at 9:21 AM

Base Airfare:	\$14
Taxes:	\$3
Subtotal:	\$17
Passengers:	
Total Fare:	\$17

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 **GetThere**

Step 21. Screen advises DOI car policy.

Please Wait

It is policy that you book a compact car when possible. Booking a larger car will require you to provide justification prior to ending your reservation. Although cars larger than a compact will show "out of policy", you are able to book them.

"Luxury" vehicles are NOT permitted.

Please wait while we search for car rental availability.



Step 22. Cars are displayed in ascending order according to price. Choose the “Select” button next to the car company and rate to add it to your itinerary.

http://wx1.getthere.net/DispatcherServlet;jsessionid=4CFD2BCCF50064D805AA2F94C0684F18?siteID=31 - Microsoft Internet...

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Address http://wx1.getthere.net/DispatcherServlet;jsessionid=4CFD2BCCF50064D805AA2F94C0684F18?siteID=3113363&sid=1390&index=&tr Go

Site: DOI Main

Message Rates listed below are the government rates contracted by the Surface Deployment and Distribution Command (SDDC).

Select Car

Chicago, IL (ORD) - Airport Locations Pick Up Mar 15, 2005
Drop Off Mar 17, 2005

Rental Agency	Car Details	Mileage Rate	Pricing Details	Preference	Price
\$26.00 per day					
Enterprise Terminal Pick Up	compact 2 or 4 door Dodge Neon/Kia Rio Air Conditioning Automatic Transmission	unlimited	\$26.00 /day \$26.00 /extra day \$6.51 /extra hour Total: NA		\$26.00 /day Select
\$27.00 per day					
Ace Rent A Car Off Terminal Pick Up	compact 2 or 4 door Ford Focus/ Air Conditioning Automatic Transmission	unlimited	\$27.00 /day Total: NA		\$27.00 /day Select
\$29.00 per day					
Alamo	compact 2 or 4 door Chevy Cavalier Air	unlimited	\$29.00 /day \$29.00 /extra day \$9.67 /extra hour		\$29.00 /day

Reservation Steps

- ✓ Select Flights
- ✓ Select Hotel Rooms
- ▶ **Select Rental Cars**
- Review Itinerary
- Checkout
- Checkout Complete

Current Itinerary

D

Flight 601 DCA to ORD
Dep. Mar 15 at 6:00 AM
Arr. Mar 15 at 7:04 AM

Best Western
BEST WESTERN AT O'HARE
Mar 15 to Mar 17
\$89.00 per night

O

UNITED AIRLINES
Flight 602 ORD to DCA
Dep. Mar 17 at 6:35 AM
Arr. Mar 17 at 9:21 AM

Done Internet

- Step 23. At the Trip Review Page, you will have a recap of everything booked. Select “Continue”.
- *NOTE: In the “Cost Breakdown” all pricing is estimated.

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Review Trip


Washington (DCA) to Chicago (ORD) Tuesday, Mar 15

 UNITED AIRLINES  Flight 601 Coach Airbus A319 Fare Rules	Departs Washington (DCA) Mar 15 6:00 AM	Arrives Chicago (ORD) Mar 15 7:04 AM	Notes non-stop flight 2:04	Modify Remove
 BEST WESTERN AT O'HARE  Directions 10300 W HIGGINS RD ROSEMONT, IL 60018	Check In Mar 15	Check Out Mar 17	Notes 1 room Cancel Rules MUST BE CANCELLED BY 1800 ON 03/15/05 Guarantee Rules GUARANTEE* CC DPST COR-ID Deposit Rules ACCEPT 1 NIGHT DPST TO GTD 7 DAYS BEFORE DOA Rules	Modify Remove
 Enterprise terminal	Pick Up Location Chicago (ORD) Mar 15 8:00 AM	Drop Off Location Chicago (ORD) Mar 17 6:00 AM	Notes compact 2 or 4 door Dodge Neon/Kia Rio Air Conditioning Automatic Transmission	Modify Remove

Chicago (ORD) to Washington (DCA) Thursday, Mar 17

 UNITED AIRLINES  Flight 602 Coach Airbus A319 Fare Rules	Departs Chicago (ORD) Mar 17 6:35 AM	Arrives Washington (DCA) Mar 17 9:21 AM	Notes non-stop flight 1:46	Modify Remove
---	--	---	---	--

Need to add something?


 Add in or near [Add Item](#)


[Start Over](#) [Continue](#)


Reservation Steps

- ✓ Select Flights
- ✓ Select Hotel Rooms
- ✓ Select Rental Cars
- ▶ **Review Itinerary**
 - Checkout
 - Checkout Complete

Cost Breakdown

 Base Airfare: \$14
Taxes: \$31
Subtotal: \$17
Passengers: 1
Total Airfare: \$17:

 **BEST WESTERN AT O'HARE** - Chicago, IL
Room rate: \$89
Rooms: 1
Nights: 2
Location Total: \$17
Hotel Cost Estimate: \$17:
(may not include taxes/fe)

 **Enterprise** - ,
Daily Car Rate: \$26
Days: 2
Location Total: \$52
Car Cost Estimate: \$52:
(may not include taxes/fe)

Step 24. Verify your passenger information and add any Frequent Flyer Numbers. Select "Continue."

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Address https://wx1.getthere.net/DispatcherServlet;jsessionid=4CFD2BCCF50064D805AA2F94C0684F18?siteID=3113363&sid=1390&requestTy Go

ensure that you understand any rules surrounding the fare you have been booked on.

Flight segments must be ticketed by close of business on **March 15**.

Passenger Information

Passenger 1:

First Name a christine
Last Name fernandez
Meal standard
Special Requests

Fields marked with a "*" are mandatory.

Frequent Traveler Programs

Airline United
Frequent Flyer Number
Hotel Chain Best Western
Frequent Guest Number

Reservation Steps

- ✓ Select Flights
- ✓ Select Hotel Rooms
- ✓ Select Rental Cars
- ✓ Review Itinerary
- ▶ **Checkout**

Checkout Complete

Current Itinerary

DCA

UNITED AIRLINES

Flight 601 DCA to ORD
Dep. Mar 15 at 6:00 AM
Arr. Mar 15 at 7:04 AM

Best Western

BEST WESTERN AT O'HARE
Mar 15 to Mar 17
\$89.00 per night

Enterprise - **ORD**

Mar 15 to Mar 17
\$26.00 per day

Start Over **Continue**

Done Internet

Step 25. The next three screen shots have profile information. Make any necessary changes or scroll down to the bottom of the page and select “Purchase Trip”.

Purchasing Information

Passenger Information

Vernon A Bear standard meal	Frequent Traveler Program No information entered	Seat Assignment No information entered No information entered
---------------------------------------	--	--

Delivery Address Fields marked with a "*" are mandatory.

Please note in the Ticket Delivery Section if you require your ticket to be issued more than 2 business days prior to departure.

Recipient	Vernon Bear	*
Delivery Address	1777 NE Loop 410	*
Address 2		
City	SAT	*
State/Province	TX	*
Zip Code	78217	*
Delivery Country	USA	*
Phone Number	123-123-1233	*
E-mail Address	afernandez@carlson.com	
Ticket Type	E-Tkt	

☐ Check if signature is not required for express deliveries.

Reservation Steps

- ✓ Select Flights
- ✓ Select Hotel Rooms
- Select Rental Cars
- ✓ Review Itinerary
- ▶ **Checkout**
Checkout Complete

Current Itinerary

DCA

UNITED AIRLINES

Flight 601 DCA to ORD
Dep. Mar 15 at 6:00 AM
Arr. Mar 15 at 7:04 AM




BEST WESTERN AT O'HARE
Mar 15 to Mar 17
\$89.00 per night


ORD






UNITED AIRLINES



Flight 602 ORD to DCA
Dep. Mar 17 at 6:35 AM
Arr. Mar 17 at 9:21 AM

Base Airfare:	\$14
Taxes:	\$3
Subtotal:	\$17
Passengers:	

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Address  https://wx1.getthere.net/DispatcherServlet;jsessionid=4FC30A443391047F62DA757D3DDE9F5D?requestType=passengerinfo&sid=790: 

Payment Information

Fields marked with a "*" are mandatory

Airfare Card:

Card NickName

Air And Hotel Form of Payment  *

Card Type

MasterCard

Card Number

On File

Expiration Date

On File

Name on Card

Billing Address

Billing City

State/Province

Zip Code

Billing Country

Additional Email Confirmations

Send a copy of your reservation to the following email addresses:

E-mail Address

E-mail Address

E-mail Address

Thank you for choosing CWGT

   Internet

Step 26. Selecting “Purchase Trip” at the bottom of the page will confirm your reservation.

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Address https://wx1.getthere.net/DispatcherServlet;jsessionid=4FC30A443391047F62DA757D3DDE9F5D?requestType=passengerinfo&sid=790: Go

Thank you for choosing CWGT

Additional Notes and Special Requests

General Requests or Special Needs

Your ticket will be issued once approval has been received. Once approved your ticket will be issued 2 business days prior to departure, unless otherwise advised.

[Start Over](#) [Purchase Trip](#)

Next Steps

Would you like to save this trip as a template?

Trip Name

[Save as Template](#)

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Done Internet